

Administrative  
Services  
Letter

09-13

Home Storage of State Vehicles



|               |                                                               |             |                                 |
|---------------|---------------------------------------------------------------|-------------|---------------------------------|
| Signed By     | /s/ Marie Stephans, Chief<br>Administrative Services Division | Number      | 09-13                           |
| Distribution  | All Employees                                                 | Date Issued | October 22, 2009                |
| Subject       | Home Storage of State Vehicles                                | Expires     | When Canceled                   |
| Guide Section | <a href="#">Fleet Management</a>                              | Reference   | ASL 09-09;<br>Cancels ASL 98-10 |

This Administrative Services Letter (ASL) is to advise Air Resources Board (ARB) staff of the requirements for storing vehicles at home and of the procedures for obtaining a Home Storage Permit (HSP).

The Department of General Services (DGS), Office of Fleet Administration (OFA) is responsible for administering the laws, rules, and regulations governing the use of State owned motor vehicles. DGS has delegated this responsibility to State agencies. [Government Code Section 19993.4](#) places the responsibility for enforcement of the rules and regulations regarding the use of State owned motor vehicles with the head or governing body of each State agency.

In accordance with the [State Administrative Manual \(SAM\) Section 4109](#); storage of State owned mobile equipment at an employee's residence on a regular basis requires an approved [Vehicle Home Storage Request/Permit \(STD. 377\)](#) be on file with the employee's department. Annual renewal of the STD.377 is required.

The following procedures are currently in place to comply with [Government Code Section 19993.4](#)

Employees applying for a HSP must complete the [Employee Acknowledgement Reporting Use of State Vehicles for Commuting \(ASD/ BMB-290\)](#), attach it to the [STD. 377](#), and submit both documents to their supervisor for further approval.

1. ARB staff to which the permit is issued is required to provide their supervisor with the [Monthly Travel Logs](#) (Std. 273) available from the Fleet Coordinator. The Std. 273 must be filled out in accordance with [SAM Section 4107](#) to ensure compliance with the guidelines for vehicle assignment and home storage set forth in [SAM Section 4109](#).
2. The supervisor reviews the Monthly Travel Logs (Std. 273), and determines whether the vehicle is meeting the usage or home storage permit criteria, if not, the permit must be rescinded.
3. The Chief of Administrative Services will review all requests for the approval of Vehicle Home Storage Permits (HSP).
4. All HSPs are maintained by the Fleet Coordinator for audit purposes.

The following procedures are currently in place to comply with [SAM Section 4109](#):

1. [SAM Section 4109](#) requires that all HSPs be renewed annually by June 30 before a permit expires.
2. Employees must request renewal of their HSP ([STD. 377](#)) annually and submit the required forms to their supervisor with the last six months of Monthly Travel Logs (Std. 273).
3. The employee must obtain their Division Chief's approval and forward the following forms ([STD. 377](#) and [ARB/ BMB -290](#)) to the ARB Fleet Coordinator. ARB Fleet Coordinator will review and forward the forms to the Chief of Administrative Services for final approval.
4. ARB Fleet Coordinator will send out reminders to allow managers time to comply with SAM and ARB procedures.

Employees who store State owned vehicles at their home may be required to report this use as taxable income. Refer to [ASL 09-09, Use of State Vehicles for Commuting Tax Withholding and Reporting](#).

Also note, to prevent theft or vandalism of State vehicles, street parking is not permitted. State vehicles must be stored either in the employee's garage or private driveway.

Questions regarding this policy and these procedures should be directed to [ARB Fleet Coordinator](#).